

AGENDA RESERVATION REQUEST

CITY OF FRANKLIN BOARD OF PUBLIC WORKS AND SAFETY

Please type or print

Date Submitted:	3/16/2016	Meeting Date:	3/21/2016
Contact Information:			
Requested by:	Chief Dan McElyea		
On Behalf of Organization or Individual: Fire Department			
Telephone:	346-1220 or 736-3650		
Email address:	dmcelyea@franklin.in.gov		
Mailing Address:	1800 Thornburg Lane, Franklin IN 46131		
Describe Request:			
Request to modify Article 4 of the Franklin Fire Department's Rules & Regulations (Please See Attachment)			
List Supporting Documentation Provided:			
Article 4 containing the additional language.			
Who will present the request?			
Name:	Chief Dan McElyea	Telephone:	346-1220 or 736-3650

The Franklin Board of Works meets on the 1st and 3rd Monday of each month at 5:15 p.m. in the Council Chambers of City Hall located at 70 E. Monroe Street. In order for an individual and/or agency to be considered for new business on the agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 12:00 p.m. on the Wednesday prior to the Board of Works meeting.

ARTICLE 4

SECTION 1 - Personal Appearance and Hygiene

PURPOSE:

This guideline has been established to define regulations governing personal appearance, hygiene and grooming.

POLICY:

- All personnel shall present a neat, clean, well groomed, conservative appearance at all times while on duty. Obviously, certain emergency incidents and work activities will temporarily prevent projecting a well-groomed appearance and will be considered the only justification for deviation.
- All personnel shall wear an appropriate uniform type at all times while on duty.
- Articles of clothing shall be free of excessive wrinkles obvious stains, dirt, fading, or discoloration.
- Articles of clothing shall be laundered at intervals sufficient to prevent offensive odors to others.
- Articles of clothing shall be free of any holes, rips or tears.
- Patches shall be securely attached and not faded. Areas of embroidery and / or silk screening shall be intact, without excessive raveling, cracking, peeling or fading.
- Belts are to be polished at intervals sufficient to maintain a consistent color appearance.
- Shoes and leather boots shall be kept clean, polished and free of tears or holes.
- All on duty members shall maintain their personal hygiene at a level which projects a clean well-groomed appearance, free of offensive body odors.
- Members who wear dentures must have the dentures in place whenever there is public contact. Absence of dentures may affect SCBA face-piece fit. Dentures are to be worn when wearing the SCBA face-piece.
- Fragrances may be used sparingly. At no time is a fragrance to be annoying or overpowering.
- Ear ornamentation of any kind is prohibited while in uniform.
- Visible ornamentation of any other part of the body (i.e. nose ring) is prohibited while in uniform.
- Glasses worn while on duty must be made with safety lenses, and protected with goggles or SCBA face-piece whenever eye protection is needed.
- The department assumes no liability for the loss, theft, or damage of personal items worn or maintained on department property or while on duty or while in the performance of departmental duties or functions.

HAIR REGULATIONS:

- Facial hair, excluding mustaches is prohibited. Sideburns shall be straight cut, not flared, and shall not extend below the lowest point of the ear lobe. Mustaches must be neatly trimmed and the side of mustaches shall not extend more than one (1) inch past the point of both sides of the mouth where the upper and the lower lip join. Ends of mustaches are not to be waxed or curled.

In any case, if any facial hair prevents a good seal of the SCBA face-piece, then the safety of the seal is the overriding consideration.

- Hair is to be worn off the collar. Hair styled longer than this must be secured off the collar, and in such a way that it will not become caught or tangled in face-piece webbing or helmet straps etc. For the purposes of this document the collar is defined as the collar of the blue duty shirt.
- Curly hair shall not extend more than 2 ½" from the scalp in any geometric plane. At no time shall the style, bulk or manner of wearing the hair be allowed to interfere with the wear of uniform cap, helmet or proper wear of SCBA face piece.
- Hair shall be neatly maintained at all times while on duty. Hair that is messed during actual work activity shall be neat as possible when in the public eye.

SECTION 2 - Uniform Policy

PURPOSE:

The following information is a uniform specification for all members of the Franklin Fire Department. The Board of Public Works and Safety pursuant to Resolution 06-01 and Resolution 06-02 has adopted an approved list of authorized public safety equipment, uniform vendors and authorized public safety lines. Members of the Department are expected to follow these provisions applicable to the Fire Department.

DEFINITIONS:

Class A Uniform: Most formal uniform consisting of white dress blouse, tie, black dress pants and jacket, black shoes and socks and dress hat. Includes all appropriate badges, commendations, nametags, etc.

Class B Uniform: Formal duty uniform consisting of light blue button up shirt, navy duty pants and black duty boots or shoes. Includes all appropriate badges and nametags.

Standard Duty Uniform (Class C): Standard duty T shirt along with navy duty pants or EMS shorts and black duty boots or shoes.

Relaxed Duty Uniform (Class D): Standard duty T shirt along with sweat pants or shorts and black shoes.

Workout Uniform: Any athletic or duty wear.

FFD Flame Logo: Large screen printed logo with Maltese and three flame design. Used on Duty T Shirt and Sweat Shirts.

FFD Small Logo: Smaller version of the FFD logo used for embroidery on Hoodies, Polos, and Quarter Zip. This logo is normally on the left chest and name / rank are optional on the right chest.

UNIFORM OPTIONS:

Description	Options	Normal Usage
Class A Uniform	Badges, commendations	Funeral, parade, special detail
Class B Uniform	Badges, nametag; short and long sleeve	Public education, semi-formal events
Duty Pants	Navy blue; BDU or standard pant	Normal shift work and on calls
Duty Short	Navy blue BDU style	Normal shift work and on calls
Duty Shirt	Cotton or moisture wicking; FFD Flame Logo on front and "Franklin Fire Rescue" or "Paramedic" on back	Normal shift work and on calls
Sweatshirt	Cotton; FFD Flame Logo on front and "Franklin Fire Rescue" or "Paramedic" on back	Normal shift work and on calls
Hoodie	Moisture wicking; FFD Small Logo	Normal shift work and on calls

	embroidered on front; nothing on back; Zippered or not	
Quarter Zip (Rueben / Job Shirt)	Navy blue; FFD Small Logo embroidered on left front; nothing on back; quarter zip or full zip	Normal shift work and on calls
Winter Jacket	Barn Jacket or EMS coat style; FFD Small Logo on left chest; patches and flags on sleeves optional	Normal shift work and on calls
Polo Shirt	Cotton or moisture wicking; small FFD logo on left chest; name on right chest optional	Normal shift work and on calls
Wind Shirt	Small FFD logo	Normal shift work and on calls
Sweat Pants	Navy	After business hours on station only
Hat	Any baseball cap style; navy blue; "FFD" on front in white for FF and gold for officers; name or unit number on back optional	Normal shift work and on calls
Winter Hat	Sock hat or beanie style; navy; any material; "FFD" on front	Normal shift work and on calls
Special Event T Shirts	Colts Blue; St Patrick's Day Green; Breast Cancer Month Pink, etc.	Normal shift work and on calls at specific times based on Chief or officer discretion
Relaxed Shorts	Navy	After business hours on station only
EMS Pant	Navy	On calls
Belt	Black; Leather Weave, Flat Leather or Tactical	Normal shift work and on calls

GENERAL RULES:

1. Normal business hours defined as Monday – Friday from 0700 – 1600.
2. Firefighters will be in Standard Duty Uniform (Class C) during normal business hours unless otherwise directed.
 - a. Firefighters working out can wear Workout Uniform while exercising and then should change back into Standard Duty Uniform.
 - b. Firefighters working on dirty or hot tasks around the station may request relaxed uniform policy from their officer. Examples include yardwork in summer heat, hose testing, etc.
3. After business hours and on holidays, firefighters may be in Standard or Relaxed Uniform.
4. All clothing worn on duty shall be clean and in good condition.
5. Fire Officers are responsible for enforcing the respectable appearances of the firefighters on his or her shift.
6. All personnel on shift will have a clean class B uniform shirt with appropriate badge, collar insignia, and name tag at their disposal for wear on special details or as prescribed by the officer in charge.

7. An extra uniform will be in possession of every firefighter on shift for a tour of duty, to ensure a clean uniform in case of one being torn or soiled.
8. Firefighters on a call or running errands in public will be in Standard Duty Uniform or Duty T Shirt along with EMS Pants or Bunker Pants. Shirts will be tucked in on all calls and when in public.
9. Clothing shall be kept in good appearance at all times. A firefighter clothing allowance is given to all members of the Franklin Fire Department and is to be used to keep clothing up to date and in good condition. Officers and Admin may inform a firefighter that a piece of clothing needs to be retired.
10. Sandals or any shoe resembling sandals are not permitted during business hours. Sandals or slippers that are worn in the living area after business hours are permitted.
11. Socks are to be navy blue, black or white. If EMS shorts are worn, socks must be black.
12. Black shoes may be worn with EMS shorts or pants. Black boots may be worn with pants only.
13. When Class B shirts are worn, a T shirt will be worn underneath.
14. Badges are also ordered from The Uniform House, the specification for firefighter badges and officer badges will be at the counter in a reference book with sales personnel. Firefighters and officers will have (2) badges. Badges and buttons will be silver for firefighters and gold for officers.
15. Years of service Maltese-cross on the dress blouse will be (1) for every (4) years of service and will be placed on the left sleeve of the blouse above any rank insignia stripe.
16. Officers receive gold Maltese cross and firefighters receive silver.
17. Officers will also receive gold stripes for rank. Chief of the Department will receive 5, Deputy Chief 4, Captain 2, and Lieutenant will receive 1. These will be placed on both blouse sleeves.
18. Clothing with the Franklin Fire Department logo or name shall not be worn anywhere that could discredit the department. It is permissible for off duty fire personnel to wear fire department clothing, showing pride in their occupation, but the wearing of fire department clothing shall never be worn for reasons to obtain personal gain. When wearing departmental clothing, that person or persons is representing the City of Franklin Fire Department.

SPECIAL RULES FOR WEATHER:

1. Short sleeve Class B uniforms are normally worn April through October and long sleeve are normally worn November through March. Exceptions may be made due to unseasonably warm or cool weather. Officer or Admin discretion should be followed.
2. Firefighters need to be prepared at all times to spend long periods of time outside in the elements. Having extra layers in the winter months and cool clothes in the summer is the firefighter's responsibility.
3. When the temperature reaches 80 degrees or above, it will be permissible for firefighters to wear the Relaxed Duty Uniform while performing primary job functions/tasks on station.

SPECIAL RULES FOR EVENTS:

1. Any educational program in a school should be Class B Uniform.

2. Most other details and events will be Class B Uniform or Standard Duty Uniform with a collared shirt, i.e. polo or job shirt.
3. Most tours will be Standard Duty Uniform.
4. Officers or Admin may request a specific Uniform for any detail.

DUTY UNIFORM— SHIFT/STAFF OFFICERS:

1. White dress blouse with FFD patch on left shoulder and American flag on right. Sleeve length dependent on weather. White undershirt must be worn underneath. All appropriate badges, insignias and name tag approved for wear shall be on the uniform shirt.
2. White or navy polo shirt with FFD Small Logo on left chest. Name and rank on right chest optional.
3. Pants must be navy in color. Any approved style work pant, BDU or EMS pant is acceptable.
4. Reuben, navy in color with FFD Small Logo embroidered on left chest. Name / rank on right chest optional.
5. Black belt with weave, solid leather or flat tactical style belt.
6. Socks are to be navy blue, black or white.
7. Black shoes or boots.
8. It may be appropriate for the shift/staff officer to wear apparel approved for shift personnel when doing shift level work or when training.
9. Blue (Lieutenant) or white (Captain / Staff) Class B Uniform shirt with all appropriate badges, insignias, and name tag during formal events or meetings.

ANNUAL CLOTHING AND EQUIPMENT ALLOWANCE:

An annual clothing and equipment allowance is provided to all active merit members of the Franklin Fire Department pursuant to Ordinance Number 11-09 and all subsequent amendments thereto. Members are expected to familiarize themselves with and follow the requirements of the applicable City Council Ordinance. Notwithstanding anything in these rules and regulations to the contrary, the provisions of applicable BOW Resolutions and City Council Ordinances govern the Uniform Policy of the Franklin Fire Department.

The City of Franklin follows the Internal Revenue Service and Indiana Department of Revenue regulations regarding taxation and tax deductibility and components of work clothes and uniforms are NOT considered tax deductible unless they meet the IRS strict guidelines for reimbursements of clothing allowances. (IRC§162; Reg.§162-2(c)(1).

Pursuant to the City clothing and equipment Allowance, the entire Allowance is subject to all applicable taxation, including income taxes, social security taxes, and/or Medicare taxes, except those portions of the Allowance used for qualified and approved uses. Recipients desiring to exempt some or all of their Allowance from their taxable income must submit to the Clerk-Treasurer receipts of approved clothing and/or equipment purchases they have made no later than thirty (30) days before anticipated issuance of the next semi-annual installment payment. To be considered a valid purchase, the receipt must state the date, time, place, amount and business purpose of the

purchase(s). The Board of Works may use its discretion to determine the validity of purchases. Otherwise, applicable income tax withholdings will be made from the employee's next or subsequent wages.

HONOR GUARD UNIFORM POLICY:

See Honor Guard SOP manual.

SECTION 3 – Protective Equipment

PROTECTIVE EQUIPMENT

Protective Equipment Issued: Individually

- Helmet, NFPA and or OSHA certified. Black FF, Red Lt., White Capt., Division Chief, Deputy Chief and Chief
- Helmet Shield to Dept. Specification
- Bunker Coat, NFPA certified
- Bunker Pant, NFPA certified
- Bunker Boot, NFPA certified
- Protective Hood, NFPA certified
- Fire Gloves, NFPA certified
- SCBA face-piece, approved by technician
- High Visibility Work Wear Road Vest
- Accountability Tags
- Safety Glasses

Protective Equipment Issued: Not individually issued

- Exam Gloves
- Face and Eye Shields
- Impervious Gowns
- Hepa-Masks
- SCBA Harness with PASS and air tank

GUIDELINES FOR APPROPRIATE PROTECTIVE CLOTHING/EQUIPMENT SELECTION:

1. General

- a) Different types of incidents require different types of protective clothing. In general, there may be head/hand/eye protection required, blood-borne/airborne pathogen protection required, flash fire protection required, structural fire protection required, special rescue protection required, haz-mat protection required, or some combination of the above required. Initial selection of appropriate clothing/equipment protection is made by the company officer and/or the individual firefighter. In complex incidents involving multiple protection needs, a determination of the appropriateness of the protective clothing/equipment being worn will be assessed by Command. Command will communicate to all personnel the appropriate level of protection required. This policy will cover incidents requiring no special protection, head/hand/eye protection, and structural fire protection.
- b) The duty uniform and uniform shoes alone are not appropriate protection for EMS incidents. Responders to EMS/Rescue incidents must always employ and use

appropriate barrier protection. Responder's must be alert for the need to use additional protective equipment as situations change and or more information is gathered.

- c) General public-service non-emergency details, such as open hydrants, assist the police, animal rescues, etc. may not require special protective equipment initially, except while riding the apparatus. If the detail turns out to involve work above ground, where falling objects may be a hazard, or near traffic, helmets are to be worn. Any other protective equipment needs must be evaluated for each specific incident by the officer in charge, based upon employee safety issues and other applicable policies and procedures.
2. Head, Hand, Eye Protection Required:
- a) Training exercises of any type are always to use the same protective clothing and equipment that would be required in an actual emergency incident.
 - b) Helmets are to be worn any time an incident, training exercise or work detail involves working with ladders, working near traffic, above ground, around/under objects that could fall or come loose, or in confined spaces.
 - c) Fire gloves are to be worn any time an incident, training exercise or work detail involves working with ladders, tools, equipment, or any time hands could be pinched or injured. Fire gloves are needed when fire and or hot debris is present. All working incidents with fire or extrication.
 - d) Extrication gloves can be worn during training exercises or actual extrications involving vehicles.
 - e) Safety goggles are to be worn any time an incident, training exercise or work detail involves the possibility of debris, fluids, or foreign matter entering the eyes, and the eyes are not already protected with the SCBA face-piece.
3. Protective Footwear:
- a) During firefighting operations boots meeting the requirements of NFPA 1974 at the time of purchase are to be used.
 - b) Protective footwear is to be worn when working in areas where there is a danger of foot injuries due to rolling or falling objects, or objects piercing the sole or where feet are exposed to electrical hazards.
4. Structural Fire Protection:
- a) Fires in structures, dumpster, vehicles that will be entered, or other confining spaces have a more severe and prolonged thermal exposure potential, and therefore are to be faced with full structural fire protective equipment. Note that this requires the wearing of complete SCBA device on these incidents.
 - b) Protective equipment for this type of fire includes helmet, fire gloves, SCBA, PASS on SCBA, bunker coat, bunker pants, bunker boots, protective hood and eye protection.
5. Complex Situations:
- a) Some situations are complicated by multiple protection needs. For instance, PI accidents requiring protection from possible fire that also involve large amounts of blood.
 - b) In general, firefighting protective clothing should not be covered by non-tested materials such as impervious gowns. In situations such as motor vehicle accidents involving fire and potential body fluid exposure impervious gloves should be worn under

the fire gloves, and the structural fire gear will provide barrier protection against body fluids if the gear is NFPA 1999 compliant. In this case the turn out gear must be cleaned in accordance with the care and maintenance policies and procedures of this document.

- c) In situations in which fluids/substances are leaking that are or may be flammable or combustible, or may be damaging to firefighting protective clothing/equipment, measures are to be taken to avoid extensive contact with the substance and the protective clothing/equipment. Cleaning of the firefighting gear is to be done in accordance with the care and maintenance policies and procedures. For hazardous materials incidents the officer in charge (Command) must do an assessment of the properties of the materials and ensure that the appropriate levels of protective clothing/equipment is utilized.
- d) Firefighters and Officers are to approach all situations with consideration of the limits of the available protective clothing and equipment.
- e) All personnel shall use protective clothing/equipment items when needed and appropriate; when in doubt, use a higher level of protective clothing than may be needed. Defective protective equipment is not to be used.

CARE AND MAINTENANCE POLICY AND PROCEDURE

1. General Guidelines

- a. All protective clothing and equipment is to be maintained in a clean, serviceable condition. When items are soiled during use, they are to be cleaned as soon as possible.
- b. When the need for repair of protective clothing/equipment is evident, the need is to be reported to the immediate supervisor. A written request is to be filled out by the supervisor, explaining the problem with the clothing/equipment that is in need of repair. The supervisor will give the clothing/equipment to the officer in charge of the shift, and the repair will be scheduled with the appropriate company.
- c. The Officer in charge will determine if the article can be repaired or replaced.
- d. Each individual is responsible for monitoring the condition of their issued items, and for taking appropriate actions for cleaning and maintenance without inordinate delay. Each individual is responsible for notifying his/her supervisor when defects in protective clothing/equipment are found.
- e. Each supervisor is responsible for assuring that assigned personnel maintain their protective equipment in good condition, and for initiating appropriate actions when notified of deficiencies or deficiencies are noticed.

2. Cleaning Procedures

- a. In general, workout clothing and duty uniforms may be cleaned on station, or the individual may take them home or to a commercial cleaner. However, these items **MUST** be cleaned in the commercial washing machine by the individual if they have been contaminated with blood, body fluids, or exposed to products of combustion. NFPA standards specify that uniform items so exposed must not be cleaned in the individual's

homes or living quarters of fire stations because of the possibility of spreading contaminants.

- b. Workout clothing and duty uniforms MUST be properly cleaned after any exposure, and otherwise are to be cleaned often enough to eliminate obvious soil and stains and to prevent offensive odors.
- c. It is not acceptable to wear workout clothing that is not on the approved list for wear on emergency responses. Only approved and maintained clothing will be worn on emergency runs. Examples would be cut-off sleeves on an old duty t-shirt. Before going on the response an approved shirt must worn.
- d. Personal clothing is not to be washed on station. The only clothing to be washed with departmental machines is Fire Department clothing, bedding materials used on station, bunker gear and other personal protective equipment.
- e. Bunker coats, bunker pants, fire gloves, protective hoods, work gloves, helmets, and goggles are to be cleaned at least every six months, and more frequently as exposed to body fluids, blood or other unusual contaminants.
 - i. These protective clothing items are to be grossly rinsed at the emergency scene.
 - ii. Upon completion of an incident, heavily contaminated items are to be cleaned and back up gear is to be used.
 - iii. Items that are heavily soaked with blood or body fluids, or that have been heavily contaminated with chemicals or unusual products may be sent to a decontamination specialist, or may be replaced outright. These items may be destroyed.
- f. Boots and shoes are to be grossly cleaned before leaving the emergency scene, training site or work detail and are to be inspected and thoroughly cleaned prior to being worn inside any of the Franklin Fire Department buildings to contaminate or prevent tracking of mud.
- g. All other issued items are to be cleaned as necessary, or when told to do so by immediate supervisor.

3. Specific Care and Maintenance Procedures

a. Helmets

- i. Helmets are to have intact face shield, hardware and suspension components that were installed by the manufacturer.
- ii. The helmet dome and brim are to be intact, without cracks, dents, soft spots, or broken areas. Identification shield is to be intact, with legible number and or lettering.
- iii. Helmets, face shields, identification shields and goggles are to be cleaned with mild soap and water with a cloth or soft brush. If the face shield becomes cloudy or scratched, it can be polished with aircraft windscreen polish. Helmets are to be cleaned at least every six months or more often when necessary.
- iv. If the paint chips from a leather helmet, it is to be repaired in accordance with the manufacturer's instructions. Repair of leather helmets is at the owner's expense.

- v. Damaged/defective helmets are to be brought to the attention of the officer in charge for repair or possible replacement. These will be replaced by the Department. Cairns 1010 helmets will be the replacement helmet. All other desired helmets, such as leather, will be the responsibility of the owner.
- b. Fire Gloves
 - i. Fire gloves are to be intact throughout. Holes in any seam or any other defects are to be immediately reported, the gloves removed from use and a new pair obtained. These will be replaced by the Department.
 - ii. Fire gloves are to be washed with bunker clothing in the industrial washer each time the bunker gear is washed or when needed.
 - iii. Specialty use gloves, such as rope rescue or extrication gloves that are approved for wear must be kept in clean condition, void of any holes or worn-through spots.
- c. Hoods
 - i. Protective hoods are to be intact throughout. Holes, rips, or other defects are to be immediately reported to the supervisor. The hood is to be removed from service and a replacement provided. These will be replaced by the Department.
 - ii. Protective hoods are to be washed with the bunker gear in the industrial washer each time the bunker gear is washed or when needed.
- d. High Visibility Vest
 - i. High visibility vest is to be intact throughout. Holes, rips or other defects are to be immediately reported to the supervisor. The vest is to be removed from service and a replacement provided by the department.
 - ii. Vests should be washed in the gear washer anytime it is soiled or contaminated.
- e. Shoes
 - i. Leather shoes are to be washed/brushed clean of gross particles, cleaned with water and cloth, and polished.
 - ii. Stitching and laces are to be intact, zippers in place if applicable and repaired/replaced as needed.
 - iii. Penetrating rips, severely worn or cracked soles, etc. are to be repaired or the shoe replaced as soon as practical. These will be replaced by the individual clothing allowance.
- f. Bunker Boots
 - i. Bunker boots are to be rinsed clean of gross contaminants, and brushed clean of any articles adhering to the soles or sides of the boots.
 - ii. Any damage, penetrating rips, severely worn or cracked soles, etc. are to be immediately reported to the supervisor, the boots removed from service, and replaced. These will be replaced by the Department.
- g. Bunker Coat and Bunker Pant
 - i. These items are to be cleaned in accordance with the guidelines listed.
 - ii. At least daily when reporting for duty individuals are to inspect these items and immediately report to a supervisor any rips, tear, holes, defects, in stitching,

rivets, snaps, dees, zippers, striping, linings, and or Velcro to the immediate supervisor.

- iii. Defective items are to be repaired or replaced if needed and the back-up set of gear used in its place until repairs or replacement is complete.

h. Individually Issued Gear

- i. All issued gear or equipment is the property of the Franklin Fire Department and will be returned on termination of employment with the Department.

i. Replacement and Repair of Gear

- i. All bunker gear that is repairable can be taken to a chosen vendor as long as proper stitching and needle is NFPA approved.
- ii. When an item is in need of replacement the Department will take care of any item listed above that it provides to its firefighters. All others will be the responsibility of the individual. Two sets of bunker gear are provided to the employee for wear, with the second set a standard issue to members of the department. Probationary firefighters may be only provided with one set until after one year of employment or monies are available to provide this equipment.

SECTION 4 - Commendation Program

Purpose:

To provide guidance to firefighters and civilians as to eligibility, recommendation, procedures, and requirements necessary for awarding Franklin Fire Department Commendation Bars.

Policy:

It is the policy of the Franklin Fire Department to recognize firefighters and civilians who perform acts, achievements, or services worthy of recognition through the department commendation program. Further, it is both a responsibility and privilege for all firefighters and civilian personnel to report such acts to the proper authority in an accurate and timely manner. Recommendations **MUST** be based upon specific acts of achievement, service, or valor. Average or expected performance of duty does not by itself warrant a recommendation.

General Information:

1. Nine commendation bars have been selected from the firm of Davis and Stanton, 10725 Sandhill, Suite 107, Dallas, TX 75238-1227, 214/340 1321 or 1/800/222-2593, FAX 214/340-1388.
2. In order of precedence and stock number, they are:
 - a. Medal of Honor (A100)
 - b. Medal of Valor (B101)
 - c. Community Service (D103)
 - d. Life Saving (E104)
 - e. Meritorious Conduct (F105)
 - f. Military Service (V121)
 - g. Tactical Team (M112)
 - h. Educational Achievement (N113)
 - i. Years of Service 5,10,15,20,25,30,35 (Q816)
 - j. Firefighter (U120)
 - k. EMS (U150)

Recommendation and Approval Procedures:

1. Who may recommend? Any firefighter or civilian employee of the Franklin Fire Department may make a recommendation for any authorized commendations. Further, the administration of the Department considers it a duty of its firefighters and civilians who have personal knowledge of an act, service, or achievement believed to warrant a commendation to submit a recommendation.
2. Who may receive commendations? Any firefighter or civilian as outlined in each commendation's requirements. Further, only firefighters in good standing, who are not under

suspension or investigation, may receive commendations. Civilians convicted of felonies, or under investigation for felony crimes, may not receive commendations.

3. What forms will be used? All recommendations will be submitted to the Fire Chief. All supporting documents, statements, reports, etc. shall be attached. Each required element of the commendation must be outlined in detail. Dates, places, witnesses, etc. must be noted. DOCUMENTATION is required.
4. What is the time limit for submission? Six (6) months from the event.
5. Duplication of Awards. Only one (1) commendation per act, except in the case of acts reflecting the awarding of the Meritorious Conduct Medal.
6. Approving Authority. The Medal of Honor and Valor may only be approved by the Fire Chief with the advice and consent of the City of Franklin Mayor. All other commendations shall be approved, disapproved, or amended by the Fire Chief. The Fire Chief retains the right to appoint a review board chaired by the Deputy Fire Chief to investigate any commendation request.
7. Revocation of Commendations. Once awarded, a commendation may only be revoked by the Fire Chief, if facts determine that the commendation should not have been issued under existing guidelines, or under conditions of individual dishonor to the fire service.
8. Recording of Commendations. Upon approval, the recipient shall receive a formal letter from the Fire Chief outlining the events of the act and the commendation by title. In the case of firefighters and civilian employees, a copy shall be placed in their personnel file.
9. Presentation of Commendations. The Medal of Honor and Valor shall be presented at the first available public meeting of the Common Council. All other commendation shall be announced at the first available meeting of the Common Council after an appropriate presentation prescribed by the Fire Chief.

Order of Precedence, Eligibility and Elements of Commendation:

1. The Medal of Honor. This medal may be awarded to a firefighter or civilian who performs above and beyond the call of duty at extreme personal risk having been instrumental in rescuing and saving another's life. This medal is automatically awarded to a firefighter who dies in the line of duty.
2. The Medal of Valor. This medal may be awarded to a firefighter or civilian who distinguishes him/herself by conspicuous gallantry at the risk of life or serious injury while in the act of firefighting or EMS in the protection of life or property. The act must be one of conspicuous personal bravery far beyond that expected of a firefighter or civilian assisting a firefighter.
3. Community Service Medal. This medal may be awarded to any firefighter who has held a position of leadership (general membership does not qualify) or great responsibility for not less than one (1) year in any of the following: Service organizations, veterans organizations who have a record of service to the public outside their own membership, youth athletics, adult or child support or advocacy groups, church or educational organizations, or firefighters who play a significant role in organizing, sponsoring or participating in any humanitarian, educational, or charitable function that directly benefits his/her community. This medal may also be awarded to

any civilian, group, or other firefighting organization that provides this Department or its members with valuable humanitarian or fire service assistance.

4. Life Saving Medal. This medal may be awarded to firefighters who, through quick and decisive action, play a major role in the rescue of a person or persons from immediate danger or whose actions clearly result in prolonging the life of a sick or injured person, or whose actions assist in lessening permanent trauma or damage caused by illness or injury. The opinion of a medically qualified authority and EMS Officer is required.
5. Meritorious Conduct Medal. This medal may be awarded to an officer or civilian employee who distinguishes him/herself by outstanding service, achievement, fearlessness or tenacity. Service is intended to mean serving in an assignment authorized by the Department or other authority for a period of not less than one (1) year resulting in a noticeable improvement in operations or marked success in a series of missions. Achievement means a single act of accomplishment so noteworthy as to stand far above that which is normally expected. Fearlessness means an act of courage performed during firefighting or EMS, or in efforts to protect life or property with a lesser chance of death or injury to oneself than that which would be required for the Medal of Valor. Tenacity means a series of determined acts or noticeable effort over a period of time resulting in the successful accomplishment of an assigned task(s).
6. Educational Achievement Medal. This medal may be awarded to any firefighter who holds a two or four year degree from any accredited college or university.
7. Years of Service Award. This medal is awarded to firefighters in 5 year increments of continual service to the Department. (5, 10, 15, 20, 25, 30, 35,40)
8. Firefighter Medal. This medal is awarded to all members of the Department in good standing.
9. EMS Medal. This medal is awarded to members within the Department with a dual responsibility to EMS and firefighting. This medal goes to all EMT or EMS-P personnel dedicated to emergency care of the sick and injured.

Appurtenances and Holders:

1. Appurtenances are devices affixed to commendation bars to denote additional awards.
 - a. Gold Stars. This device denotes additional awards for the Medal of Honor, Medal of Valor, Life Saving Medal, and Educational Achievement Medal. Each star shall denote one additional award and shall be centered on the medal to a maximum of four (4) stars per bar. Additional awards of the above will require the use of numerals.
 - b. Numerals. This device shall be used to denote additional awards for all other commendation bars. All numerals shall be displayed in the center of the bar.
2. Medal holders are available from the manufacturer to keep medals looking straight on Class A Uniform.
 - a. Medal Holders are available in single, two or three wide versions
 - b. Medals should be in rows of three when possible
 - c. When there is a short row, it should be the top row
 - d. If the top row is one or two medals, it should be centered above the others

- e. The highest ranking medal shall be located in the top row furthest to the left
3. Alignment. The following guidelines are available to assist in aligning medals, badges, scrambles, etc.
- a. When placing FD collar pins on Class B or Class A blouse, use a nickel placed on the thread lines of the collar. Then place pin level to the ground.
 - b. Name tag on Class B or Class A blouse should be centered directly above the right chest pocket.
 - c. Badge should be located in the provided badge holes in Class B, Class A blouse and Class A jacket.
 - d. Commendation medals should be centered on the right chest and aligned with the top of the badge on Class A jacket.
 - e. Scrambles or Bugles should be aligned with the threads of the upper collar. Again, a nickel can be used to space the Scrambles off of the collar tip.

